

SAMPLE RESTRICTION LETTER

[Command]

[Address]

Phone:

FAX:

5812

[DATE]

From: [COMMANDING OFFICER/OFFICER-IN-CHARGE]

To: [MEMBER]

Subj: LETTER OF RESTRICTION

1. As a result of the mast held on [DATE], and in compliance with the Uniform Code of Military Justice, you have been restricted. You are ordered restricted to the limits of [LIMITS]. Restriction begins [IMMEDIATELY or TIME, DATE] and will end at [TIME, DATE], a period of [#] days. During restriction, you will report daily in the proper uniform of the day to the [OOD or JOOD] at [TIME, TIME, and TIME] hours except on Sundays and holidays when you will report at [TIME and TIME] hours. While restricted, you shall not enter, take advantage of or use the following facilities and spaces: [THEATER, EXCHANGE, RECREATION DECK, ETC.].

2. The terms of this Letter of Restriction shall be enforced by the [OOD/JOOD] and may be altered only by [ME/XO/OOD/JOOD]. Your failure to comply with these terms of restriction will constitute a violation of the Uniform Code of Military Justice.

[COMMANDING OFFICER/OFFICER-IN-CHARGE]

[DATE]

FIRST ENDORSEMENT ON [UNIT] LTR 5812 DTD [DATE]

From: [MEMBER]

To: [COMMANDING OFFICER/OFFICER-IN-CHARGE]

Subj: LETTER OF RESTRICTION

1. I acknowledge and understand the terms of restriction.

[MEMBER]

SAMPLE LETTER OF REPRIMAND/ADMONISHMENT

[Command]

[Address]

Phone:

FAX:

5812

[DATE]

From: [COMMANDING OFFICER/OFFICER-IN-CHARGE]

To: [MEMBER, SSN, USCG]

Subj: PUNITIVE LETTER OF [REPRIMAND/ADMONITION]

Ref: (a) Article 15, UCMJ

(b) Military Justice Manual, COMDTINST M5810.1D, Subparagraph 1.E.2.a.

(c) Personnel Manual, COMDTINST M1000.6 (series), Article 8.E.2.

1. In accordance with references (a), (b), and (c), you are hereby [REPRIMANDED or ADMONISHED] for your conduct at [PLACE] on [DATE]. You behaved in a reproachable manner in that you [SPECIFY THE EXACT CONDUCT BEING ADMONISHED OR REPRIMANDED, EXPLAINING SURROUNDING FACTS AND CIRCUMSTANCES].

2. You are advised of your right to appeal to [APPROPRIATE NJP APPEAL AUTHORITY] in accordance with Section 1.F. of reference (b).

[COMMANDING OFFICER/OFFICER-IN-CHARGE]

Copy: CGPC [epm/opm AS APPROPRIATE] for filing in [MEMBER'S] record

[DATE]

FIRST ENDORSEMENT ON [UNIT] LTR 5812 DTD [DATE]

From: [MEMBER, SSN, USCG]

To: [COMMANDING OFFICER/OFFICER-IN-CHARGE]

Subj: LETTER OF RESTRICTION

1. I acknowledge receipt of the referenced punitive letter.

[MEMBER]

Copy: CGPC [epm/opm AS APPROPRIATE] for filing in [MEMBER'S] record

SAMPLE APPEAL OF NJP WITH CO'S ENDORSEMENT

[Command]

[Address]

Phone:

FAX:

5812

[DATE]

From: [MEMBER, SSN, USCG]

To: [NJP APPEAL AUTHORITY]

Via: [COMMANDING OFFICER/OFFICER-IN-CHARGE]

Subj: APPEAL OF IMPOSITION OF NONJUDICIAL PUNISHMENT

Ref: (a) Article 15, UCMJ

(b) Military Justice Manual, COMDTINST M5810.1D

1. In accordance with paragraph (e), reference (a), and section 1.F., reference (b), I appeal the nonjudicial punishment imposed upon me on [DATE] by [NJP AUTHORITY].

2. **Summary of Proceedings.** On [DATE], I was punished under Article 15, UCMJ for: (a) [REASON PLACED ON REPORT], in violation of Article[s] [###], UCMJ; and (b) [REASON PLACED ON REPORT], in violation of Article (###), UCMJ. On [DATE], I was awarded the following punishment: [PUNISHMENT AWARDED].

3. **Basis for Appeal.** The nonjudicial punishment awarded was, under the circumstances, [UNJUST and/or DISPROPORTIONATE] to the acts of misconduct that I allegedly committed. [EXPLAIN FULLY WHY THE PUNISHMENT AWARDED WAS UNJUST AND/OR DISPROPORTIONATE TO THE ACTS OF MISCONDUCT].

4. **Action Requested.** Based on the foregoing, I respectfully request the punishment awarded at the subject must be [SET ASIDE or REDUCED IN THE FOLLOWING MANNER]: [REQUEST FOR RELIEF; BE SPECIFIC].

[MEMBER]

5812
[DATE]

FIRST ENDORSEMENT ON [MEMBER'S] LTR 5812 DTD [DATE]

From: [COMMANDING OFFICER/OFFICER-IN-CHARGE]

To: [NJP APPEAL AUTHORITY]

Subj: APPEAL OF IMPOSITION OF NONJUDICIAL PUNISHMENT

1. I have reviewed [MEMBER'S] appeal of the punishment I awarded on [DATE], as well as my action in that case, and recommend the appeal be denied.
2. **Proceedings.** After [MEMBER] was placed on report on [DATE], the Executive Officer directed [PRELIMINARY INVESTIGATING OFFICER] to conduct an inquiry into the matter. [MAST REPRESENTATIVE] was appointed as representative for [MEMBER]. [PRELIMINARY OFFICER'S] report was submitted on [DATE] recommending nonjudicial punishment. I held mast pursuant to reference (a) on [DATE] [USING THE SCRIPT IN ENCLOSURE (1), REFERENCE (b)]. I had before me witness statements, excerpts from the unit log, and [MEMBER'S] service record. I heard statements from [WITNESS #1, WITNESS #2, ETC.]. Comments were provided by [MEMBER'S] [DIVISION OFFICER/CHIEF, DEPARTMENT HEAD, COMMAND CHIEF, AND EXECUTIVE OFFICER] regarding [MEMBER'S] performance and attitude as well as [MEMBER'S] prior disciplinary record. [MEMBER] and [HIS/HER REPRESENTATIVE or SPOKESPERSON] actively participated in the proceedings and [both] made statements regarding the matter.
3. **Statement of Facts.** On the basis of the documentation and written and oral evidence, I resolved the disputed issues and found as follows:
 - a. [LIST FINDINGS THAT SUPPORT THE DISCIPLINARY ACTION.]
 - b.
4. **Punishment Awarded.** On the basis of my resolution of the facts I awarded the following punishment:
 - a. [LIST PUNISHMENT AWARDED.]
 - b.
5. **Reasons for Recommendation:** In determining an appropriate punishment I considered the following factors:

a. **Prior Offenses and Information in Aggravation.** This is [MEMBER'S] [FIRST, SECOND, ETC.] confrontation with the military justice system since enlisting in the Coast Guard on [DATE]. The following describe [HIS/HER] prior offense[s] and punishment[s] imposed:

- (1) [DESCRIBE PRIOR OFFENSE(S) AND PUNISHMENT(S).]
- (2)

b. **Other Information.** [DISCUSS OTHER INFORMATION PRESENTED IN AGGRAVATION, INCLUDING PRIOR ADMINISTRATIVE ACTION, E.G., EMI, COUNSELING, ETC.] [DISCUSS ANY ADDITIONAL REASONS WHY THE PUNISHMENT IN THIS CASE IS NOT UNJUST, NOR DISPROPORTIONATE, TO THE MISCONDUCT; E.G., EFFECT OF THE MISCONDUCT UPON UNIT OR UNIT PERSONNEL.]

c. **Information Provided in Extenuation and Mitigation.** [DISCUSS EFFECT GIVEN TO INFORMATION PRESENTED, IF ANY, IN EXTENUATION OR MITIGATION.]

[COMMANDING OFFICER/OFFICER-IN-CHARGE]

Copy: [MEMBER] w/ encls

Encl: (1) Copy of NJP Report (CG-4910) dtd [DATE] regarding [MEMBER]
(2) Report of Preliminary Inquiry Officer
(3) Copy of Unit Log dtd [DATE]
(4) Copy of [WITNESS #1] Statement
(5) Copy of [WITNESS #2] Statement
(6) Copy of relevant portions of [MEMBER'S] Service Record
(7) [ETC.]

